



TRANSFER/PROMOTIONAL OPPORTUNITY

WATER DISTRIBUTION SCHEDULING MANAGER

DPW-MILWAUKEE WATER WORKS

ONLY CURRENT CITY OF MILWAUKEE, MILWAUKEE WATER WORKS EMPLOYEES WILL BE CONSIDERED

PURPOSE: Plan, coordinate, schedule, and supervise the Water Distribution Repair Crews and Field Supervisors on a daily basis to meet workload demands and priorities for water main relay projects, paving projects, various construction activities and special projects, and general preventative system maintenance.

ESSENTIAL FUNCTIONS:

- Plan, coordinate and implement the repair, maintenance and replacement of the water distribution system throughout the Milwaukee Water Works service area in order to maintain quality and sufficient supply.
- Plan, manage, and coordinate the water main relay construction program in conjunction with engineering, construction, and contractors. Direct and maintain the construction schedule for the Milwaukee Water Works Distribution Section
- Manage changing priorities based upon schedules, weather conditions, city, county, and state paving schedules, and the effects on customers and critical users.
- Direct the work activities of Distribution field employees who perform preventive maintenance and repairs to the water distribution system to promote efficiency and a high level of productivity and to ensure that proper repair methods are used to maintain water quality and sufficient supply.
- Enforce MWW specifications and standard operating procedures to ensure the most effective repair and maintenance of the water distribution system.
- Manage all assignments of field personnel by monitoring the daily job progress, schedules, workload demands, priority assignments, equipment, and ongoing projects.
- Coordinate the field activities of the Field Supervisors, other DPW divisions and outside agencies for the efficient and safe completion of each job.
- Supervise and coordinate Water Distribution Repair Workers as assigned for completion of water main flushing program.
- Manage the system wide MWW distribution leak Survey Program.
- Develop new systems and programs to improve water quality and service to consumers.
- Encourage and mentor knowledge and skill building with employees.
- Document specifically any unusual circumstances or damage caused or incurred as related to the water distribution system and coordinate information with Water Claims Specialist.
- Perform all other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. A Bachelor's Degree in an Engineering related field and three years of field experience in the construction, repair, or inspection of underground distribution systems, one year of which must be at a supervisory level.

Water Distribution Scheduling Manager

NOTE: College transcripts are required and must be received within three business days after the application period closes. Copies of transcripts must be submitted with application -OR- sent to Laura Daniels, Administration and Projects Manager, Department of Public Works, Milwaukee Water Works, Room 409, 841 North Broadway, Milwaukee, WI, 53202 (Student copies are acceptable.) Only applications with transcripts will be considered; applications without transcripts will be rejected.

OR

3. Seven years of field experience in the construction, repair, or inspection of underground distribution systems, one year of which must be at a supervisory level.
4. A current State of Wisconsin Department of Natural Resources Distribution Operators License D-1.
5. A valid driver's license at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of MWW repair and maintenance practices and underground utility installations.
- Ability to read and interpret construction plans.
- Knowledge of the tools, materials, and equipment used to conduct the repair and maintenance of the water distribution system.
- Ability to manage supervisors and work crews.
- Ability to handle multiple priorities simultaneously and to assess emergency situations for proper Utility response.
- Ability to establish work priorities based on the needs of critical users and customers.
- Ability to plan, organize and schedule the work activities of Distribution Field Supervisors and employees.
- Ability to exercise good judgment in directing all aspects of maintenance, repair, and scheduling of MWW field supervisors and employees.
- Ability to communicate clearly and concisely with various levels of MWW personnel.
- Ability to communicate clearly and concisely in writing.
- Ability to document and compile information and create reports.
- Ability to work in all weather conditions (from frigid temperatures or extreme heat to snowstorms or rain showers) for extended periods of time and the ability to perform tasks such as climbing a ladder, entering/exiting an excavation, and walking large projects to conduct inspections.
- Ability to respond as needed during on-call duty.

THE CURRENT PAY RANGE (PG 1EX) IS: \$57,028 - \$79,836 annually.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interviews or other assessment methods. The Department of Employee Relations and the Department of Public Works, Milwaukee Water Works reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St., Milwaukee, WI 53202-3554, by calling 286.3751 or by visiting www.milwaukee.gov/jobs.
- **Applications should be returned to: Laura Daniels, Administration and Projects Manager, Department of Public Works, Milwaukee Water Works, Room 409, 841 North Broadway, Milwaukee, WI, 53202 by May 31, 2013.** *Receipt of applications may be discontinued any time after that date.*